

01 DEC 05

Ohio Wing Members,
All unit commanders and cadet members applying for any National Cadet Special Activities or Ohio Wing Cadet Awards should be familiar with the following procedures:

REVIEW BOARDS

All National Cadet Special Activities (NCSA) and Ohio Wing Cadet Awards that require a cadet to go before a review board are listed below. Review boards will be held **4-5 February 2006** at Beightler Armory in Columbus, Ohio. Participants will be notified of the assigned date and time for their review board via email.

The following activities require a cadet to go before a review board for selection:

- International Air Cadet Exchange (IACE)
- Hawk Mountain Search and Rescue School (HAWK)
- Air Education & Training Command Familiarization Course (AETCFC)
- Pararescue Orientation Course (PJOC)
- Cadet Officer School (COS)
- National Blue Beret (NBB)
- All Ohio Wing Cadet Award Nominees (excluding Honorary Cadet)

*A review board is **not** required for all other activities not listed above.

1. ALL NATIONAL CADET SPECIAL ACTIVITIES (EXCEPT HAWK MOUNTAIN)

All National Cadet Special Activities (NCSA) applications must be electronically submitted online to National Headquarters on a CAPF 31 by 31 December 2005. The only exception to this is Hawk Mountain Search and Rescue School (for more information, see item 2 below). Two (2) hard copies of the CAPF 31 **with all required signatures** must be forwarded to Ohio Wing HQ **and received by 31 December 2005** at the address below.

DO NOT ADD ANY ADDITIONAL REMARKS TO THE ENVELOPE OTHER THAN WHAT IS WRITTEN BELOW OR YOUR APPLICATION WILL NOT ARRIVE TO THE PROPER LOCATION ON TIME.

DSCC
Attn: CAP
P.O. Box 3990
Columbus OH 43218-3990

For information on submitting the electronic CAPF31 to NHQ, please visit:

http://level2.cap.gov/visitors/programs/cadet_programs_for_all_youth/activities/national_cadet_special_activities/ncsa_instructions_2005/



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All cadets applying for NCSA are **also** required to complete an **Ohio Wing Cadet Data Sheet** (see item #4 below). The **Ohio Wing Cadet Data Sheet** will provide the review board with background information about the applicant. This must be completed by 31 December 2005 and a copy must be attached to each CAPF 31 sent to Ohio Wing HQ.

2. HAWK MOUNTAIN SEARCH AND RESCUE SCHOOL

Members applying for Hawk Mountain Search and Rescue School must apply directly to the address listed below with two (2) hard copies of the CAPF 31 **with all required signatures**. **DO NOT UTILIZE THE NHQ ONLINE CAPF 31 APPLICATION SYSTEM** – Hawk Mountain applications are not routed through National Headquarters. These applications must be received by 31 December 2005.

DSCC
Attn: CAP
P.O. Box 3990
Columbus OH 43218-3990

*All cadets applying for Hawk Mountain are **also** required to complete a **Ohio Wing Cadet Data Sheet** (see item #4 below). The **Ohio Wing Cadet Data Sheet** will provide the review board with background information about the applicant. This must be completed by 31 December 2005 and a copy must be attached to each CAPF 31 sent to Ohio Wing HQ.

3. OHIO WING AWARD NOMINEES

- a. Ohio Wing Honor Cadet of the Year and Honor Cadet Officer of the Year nominations should be submitted utilizing the Ohio Wing forms available at <http://www.ohwg.cap.gov/cadetprograms.htm>.
- b. Ohio Wing Cadet of the Year nominations should be submitted on a NHQ CAPF 58 found at <http://www.ohwg.cap.gov/cadetprograms.htm>. The form for this award is a standard NHQ form as the applicant selected as Ohio Wing Cadet of the Year will represent Ohio Wing in the Great Lakes Region Cadet of the Year selection process.
- c. Ohio Wing Honorary Cadet of the Year nominations should be submitted utilizing the Ohio Wing form available at <http://www.ohwg.cap.gov/cadetprograms.htm>.



* For all Ohio Wing Award Nominations, two (2) hard copies of the nomination form must be sent to Ohio Wing HQ at the address below and must be received by 31 December 2005.

DSCC
Attn: CAP
P.O. Box 3990
Columbus OH 43218-3990

** All Ohio Wing Cadet Award Nominees (Honor Cadet, Cadet Officer, and Cadet of the Year) are **also** required to complete an **Ohio Wing Cadet Data Sheet** (see item #4 below). One (1) copy must be attached to each nomination form.

*** Ohio Wing Honorary Cadet nominations do not require a review board nor an **Ohio Wing Cadet Data Sheet**. Award winner will be selected by a panel of reviewing officers from the Ohio Wing Cadet Programs office.

4. CADET DATA SHEETS

If you are applying for **any** NCSA or are nominated for **any** Ohio Wing Cadet Award, you must fill out the **Ohio Wing Cadet Data Sheet** which can be found at <http://www.ohwg.cap.gov/cadetprograms.htm>. Be sure to follow all directions. This form must be completed no later than 31 December 2005 and a copy must be attached to each CAPF 31 and Ohio Wing Cadet Award Nomination form.

The application directions for every activity and award are listed above. Please read all directions before sending any paperwork to Ohio Wing HQ. **Any deviation from the specified directions including application deadlines will result in a lower review board score which may disqualify a member from participating in an activity or receiving an award.**

If anyone has any questions at all on the review board process, they should feel free to contact me at any time. I have also attached basic checklists to this email which should be utilized to ensure no detail is overlooked in the application process. I look forward to seeing everyone at the review boards. Good Luck!

STEVE JONES, Capt, CAP
OHWG/DCP

